

ASSISTANT PRINCIPAL ([STEILACOOM HIGH SCHOOL](#))

Essential Responsibilities and Duties

The Assistant Principal serves as a school and educational leader responsible for contributing to the development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Assistant Principals receive support that centers on their professional growth through collaboration with their principal, using the AWSP Leadership Framework. The duties listed below represent the key areas of responsibilities – specific other duties may be assigned.

Student Learning and Achievement:

- Supports, communicates, and implements a shared vision for all students to achieve or exceed standards.
- Maintains focus on the vision, goals and priorities for student, school and community success through actions that are aligned with the district and school improvement plan.
- Assists in preparing reports on specific goals and actions designed to advance student achievement.
- Supports the development and implementation of the district and school framework for curriculum, instruction and assessment that is research-based and aligned to standards.
- Assures that the approved curriculum is effectively delivered in assigned classrooms.
- Provides leadership to teachers in the development and utilization of multiple assessment tools and strategies to support the achievement of the performance standards by every student.
- Implements evaluation tools so that annual student progress is measured and effectively communicated to stakeholder groups.
- Assures school compliance with applicable statutes, federal laws, regulations, contractual provisions, and other governance parameters.
- Supports a safe and healthy environment for students.
- Maintains effective student discipline and positive behavior support systems to foster an effective learning environment.
- Promotes a positive climate for learning and an atmosphere of caring and respect for all student and members of the school community.

Leadership and Governance:

- Leads by example with a level of professional conduct that is above reproach.
- Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner.
- Ensures proper conduct goes beyond the practice of avoiding what is wrong and instead focusing on choosing to do what is right.
- Participates in academic, athletic, and co-curricular activities to supervise and advocate for the school.
- Demonstrates a leadership commitment to, and requires all staff members to embrace and support, statutes, laws, school and board policies, collective bargaining agreements, as well as the values of the school and the district.
- Provides leadership in creating and leveraging community partnerships to improve the school, enhance resources, and improve student achievement.

Communications and Information Sharing:

- Actively contributes to and may lead staff meetings that allow for timely sharing and dissemination of information as well as meaningful input to and discussion of needs and actions for effective delivery of the educational program and operation of the school.
- Maintains effective communications with the principal and, as appropriate, district staff and to keep them informed of school progress; advocate for the needs of the school; and assure timely and substantive notification of issues and concerns that could have a significant impact on achieving the vision and goals.

Evaluation of Staff:

- Develops the competencies required for each assigned staff member in order to fully meet job expectations and contribute effectively to achievement of the vision.
- Screens and recommends selection of staff members consistent with job and qualification requirements, board policies, legal requirements, and provisions of the collective bargaining agreement(s).
- Assist in the professional development of staff members based on personal, professional, and organizational needs. Collaborates with staff members on identification of needs, opportunities, sources, and methods of providing professional development.
- Monitors and assesses the results of professional development to assure the desired outcome.
- Monitors individual performance, and provides feedback and coaching to support success and continuous growth.
- Evaluates assigned staff members consistent with the approved evaluation process. Takes timely action to address performance concerns and deficiencies and provides plans of improvement and necessary support to correct performance concerns.
- Monitors behavior and addresses incidents or allegations of misconduct through timely and effective investigation and corrective disciplinary action consistent with legal requirements, corporate policy, and provisions of the collective bargaining agreement(s).

Minimum Qualifications and Skills

- Valid [Washington State School Administrative](#) credentials.
- Three to five (3-5) successful years teaching experience.
- Ability to create a safe, orderly, positive school climate for students and staff.
- Knowledge and experience of TPEP and timeline of implementation.
- Demonstrated success in shared decision-making, program development, staff supervision and evaluation.
- Ability to work with Washington State's standards and assessments.
- Knowledge of instructional innovation, including alternative strategies, assessment methods, blended learning, and supports for diverse learners
- Managerial skill in planning, organizing, delegating, and active listening.
- Knowledge and skill in fiscal management, staff development, and human relations.
- Knowledge and demonstrative skills in the use of technology for teaching and learning.
- Knowledge about laws, rules and regulations governing the operation of public schools.
- Ability to gain and demonstrate knowledge of District and State laws that govern budget procedures and expenditures.
- Ability to maintain confidentiality, work effectively under pressure, and remain flexible.

- Ability to react in emergencies to include intervening and, as necessary consistent with District policy, restraining students.
- Ability to maintain regular, in-person physical presence at the assigned work location during scheduled work hours.
- Ability to meet and maintain punctuality and attendance expectations.

Desired Qualifications and Skills:

- High school administrative experience preferred.
- Successful experience teaching in a diverse student environment.
- Experience working with military-connected students and families.
- Bilingual skills.
- Strong understanding of Special Education law.
- Experience in the development and management of CTE programs.
- Experience delivering professional development to teachers.
- Active participation in AWSP (or similar State Associations based on current position).

Physical and Environmental Requirements:

The district is committed to providing reasonable accommodations to employees with disabilities to access the physical and environmental requirements of this position.

Exposed to and may be required to defuse difficult and sensitive situations and/or people; required to attend meetings and activities beyond regular work hours; and required to travel within the district and the community. This position typically requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions. This position may be exposed to prolonged exposure to visual display terminals as required. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.